

LEGAL NOTIFICATION FORM - State/Federal Register Process

- **State and federal laws each require different type of public notification prior to board meetings.**
- **Deficient notification is grounds for removing nominations from a board agenda or removal of historic designation.**
- **At the end of this document, the signer agrees that all the information included with this form has been made available to the Department of Historic Resources in good faith and through best efforts to provide accurate and current information from legal public records as detailed below.**

The following materials and form are required with each nomination submittal

LOCAL OFFICIALS

In a separate, clearly identified list, provide the names, offices, and mailing addresses for all the highest local elected and appointed officials and any other critical contacts for the proposed resource. For a Certified Local Government locality, officials information is required in addition to the CLG coordinator information (if you are unsure about CLG status, please consult with DHR Regional Office staff.)

All nominations require the following:

For a county resource, notification is required for the Chairman of the Board of Supervisors and the County Administrator or Executive, under which the resource is located.

For a town resource, the county information above ***in addition*** to the chief elected and appointed town officials (Mayor and Town Manager, etc.) must be provided.

For an independent city resource, the chief elected official (usually the Mayor) and City Manager receive notification.

MULTIPLE OWNERSHIP AND HISTORIC DISTRICTS

In a separate, clearly identified list, provide the names, along with the complete legal tax parcel list, and ***mailing*** address information of all the individual property owners included within the proposed nomination boundary. Attach a **map** showing the labeled tax parcels as referenced within the proposed nomination boundaries to cross reference with the ownership information. Include information for any and all city, state, or federal ownership, even if their properties are only vacant land parcels, and **identify** their owned parcels on the map. Please make sure this is the full legal ownership information for all occupied and vacant properties as used for real estate/property tax notification by each locality. The ownership information should be derived from the ***official land recordation records or tax records*** (typically located in the locality's Assessor's Office). Do not use online GIS layer property owner records unless they mirror exactly the information found in the Assessor's records. Shortened or truncated owner information found in GIS layers will not meet the legal standard and the nomination will not be scheduled for the Board meeting.

ADJACENT OWNERSHIP

In a separate, clearly identified list, provide the names, along with the complete legal tax parcel list, and ***mailing*** address information of all the individual property owners adjacent to the proposed boundaries. Attach a **map** showing the labeled tax parcels as referenced adjacent to the boundaries to cross reference with the ownership information. All owners of properties touching the nominated property boundary line or across the street from the nominated property must be included in the label lists of adjacent owners. Be inclusive and include owners that are cattycorner to the property as well. If a river, railroad, roadway or open expanse is on the edge of the proposed boundary, then owners on the other side are notified if they are within 300 feet (a football field's length). This includes vacant parcels of land.

LABELS

Regardless of the total number of owners, adjacent owners, and contacts, **two hard copies** of mailing labels and **one electronic version** (saved in Excel or Word format) must be provided along with the legal ownership information, list, and maps as discussed above. The labels should be printed or typed (no handwritten labels) with the same information as provided on the legal tax records. Please make sure to **separate and identify** the

groups of labels (owners, adjacent owners, local officials, etc.). Verify that the labels **do not have** partial owner names, partial addresses, and missing zip codes, especially with district lists. *Failure to provide complete mailing labels can result in an invalid notification process and the nomination will not proceed.*

PUBLIC HEARING FORM

For historic districts and multiple-ownership resources (those resources that have separate tax parcels with two or more unmarried or unrelated owners), a Public Hearing Form must be completed and turned in, along with the owner and adjacent owner labels, when the nomination is submitted. Consultants should work in consultation with the respective regional office and the locality when completing the form. Public hearing date ranges are listed on the form in coordination with each quarterly Board meeting. This form can be obtained from DHR Regional Office staff. Consultants should be prepared to make a brief presentation at the hearing that describes the historic district's historical and/or architectural significance, and the methods by which the survey and nomination processes were completed.

SINGLE OWNERSHIP INFORMATION OR CONTACT INFORMATION FOR HISTORIC DISTRICTS

Name of Resource: _____

Located in City or Town and/or County of _____

Legal Tax Parcel # (provide a copy of the referenced tax parcel map if available) _____

Owner of Record (as stated on the legal tax record) _____

or, Main Contact for Historic District _____

Mailing Address _____

City / State / Zip Code _____

Telephone: DAY _____ / _____ EVENING _____ / _____
Area Code / Number Area Code / Number

RECORDS CONSULTED (*this section must be completed and signed*)

Type of legal records consulted (tax or land records, deed books, etc.) _____

Location of records consulted _____

Internet Information – if online resources were used, then DHR **must** have a written and signed statement verifying this information mirrors exactly the tax assessor's in-office records at the time the information was accessed.

Date information was obtained _____
(***must be within 90 days of the scheduled public hearing, and no more than 120 days before the quarterly Board meeting***)

Who obtained the information _____
(The nomination author, property owner, or representative of nomination sponsor may sign this form. Print your name, then sign and date, verifying you have obtained the most accurate and current information possible.)

STATE AND FEDERAL CODES REFERENCED

Code of Virginia 10.1-2206.1	Code of Virginia 2.2-3707
Virginia Administrative Code 17VAC5-30-100	Virginia Administrative Code 17VAC10-20-130
Virginia Administrative Code 17VAC5-30-120	Virginia Administrative Code 17VAC10-20-150
National Historic Preservation Act of 1966 TITLE I Section 101 (16 U.S.C. 470a)	
Code of Federal Regulations Title 36 Chapter I Part 60 (36CFR60)	